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Republic of the Philippines
National Police Commission

NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR INVESTIGATION AND DETECTIVE MANAGEMENT
Camp BGen Rafael T Crame, Quezon City



JAN 26 2018

INVESTIGATIVE DIRECTIVE
NUMBER 2018- 10

GUIDELINES IN THE SHIFTING OF SCHEDULES OF PNP INVESTIGATORS

1. **REFERENCE:** CPNP's approval on the recommendation regarding the restructuring of the shifting of schedule of PNP investigators, in the After-Activity Report of DIDM "ImbestigaTour 2017".

2. **RATIONALE:**

During the "ImbestigaTour 2017", one of the significant observations noted was that assignment of cases for investigation are not equally divided among investigators at the Police Station level which leads to work overload on the part of most investigators.

In the After-Activity Report submitted by PDIR AUGUSTO M MARQUEZ, JR, the former TDIDM proposed to the Chief, PNP to *"Re-structure the duty detail of Investigators so as to properly distribute case load of investigators instead of following a standard shift schedule"* which deems it imperative to establish a mechanism which prescribe the guidelines on the shifting or duty schedule of investigators which was subsequently approved to ensure the even distribution of cases to be handled by each investigator. Hence, this directive regarding the shifting schedule.

3. **PURPOSE:**

The main purpose of this directive is to improve the PNP investigative services and ensure that all case folders handled by PNP investigators are given adequate attention for the further improvement of PNP's Crime Solution Efficiency (CSE) and Crime Clearance Efficiency (CCE).

4. **DEFINITION OF TERMS:**

The following terms shall be operationally defined and used:

- a. Chief of Police (COP) – refers to the Chief of Police of the Station, either in City or Municipality, or the Station Commanders in District Offices in Metro Manila or other Chartered Cities and Highly Urbanized Cities and Municipalities.
- b. Chief, Investigation Section/Branch/Division – refers to the Chief of the Investigation Section in the Station and District levels in Metro Manila.
- c. Investigator-on-Case (IOC) – refers to any police officer who is duly designated or assigned to conduct the inquiry of the crime by following a systematic set of procedures and methodologies for the purpose of identifying witnesses, gathering and recovering evidence, arresting the perpetrators and filing of criminal cases. It is the person in charge of investigation for a specific case.

5. GUIDELINES:

Below are the guidelines that prescribes the even distribution of cases to be handled by investigators that must be strictly followed:

THE INVESTIGATION WORKLOAD SHOULD BE EVENLY DISTRIBUTED TO THE INVESTIGATORS TO AVOID OVERLOAD AND MISMANAGEMENT OF THE INVESTIGATION OF CASES. There should be at least one duty investigator to render duty at the police station for a 12-hour shift, who shall take charge of cases that requires immediate action while all other investigators shall conduct follow up investigation of their assigned cases. The member of duty investigators in a 12-hour shift shall depends on the investigative requirements of each station/unit.

Non-duty investigators may not be required to attend daily formations or personnel accounting, however, they shall be on call anytime of the day and shall be ready to take cognizance of any new criminal cases to be assigned by the Chief, Investigation Section or the Chief of Police. There shall be an IOC Monitoring Sheet which shall be maintained and updated regularly, wherein cases being handled by a specific IOC will be posted to ensure equal distribution of investigation cases.

6. RESPONSIBILITY:

- a. All Chiefs of Investigation Offices/Units nationwide shall closely monitor and supervise the IOC Monitoring Sheet and shall sensibly distribute all cases to its IOCs and diligently monitor the status of these cases on a monthly basis.
- b. All non-performing or low performing IOCs shall be asked to submit an explanation letter by the Chiefs of Investigation Offices/Units. Failure of the IOC to rectify non-performance or unreasonable low-performance shall be subjected to a pre-charge investigation to be filed at the PCEID of the Directorate for Investigation and Detective Management for violation of appropriate provision of NAPOLCOM Memorandum Circular 2016-002, and shall form part of their 201 file.
- c. All Heads of Office/Unit including Chiefs of Investigation Offices/Units nationwide shall be held responsible and accountable under the Doctrine of Command Responsibility for non-observance of this Directive. Any violation thereof shall be dealt with accordingly under NAPOLCOM Memorandum Circular 2016-002.

7. EFFECTIVITY:

This Investigative Directive takes effect immediately upon approval.


ELMO FRANCISCO SARONA
Police Chief Superintendent
The Acting Director for Investigation
and Detective Management

Distribution:
All RDs, PROs

Copy Furnished:
PNP Command Group
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P-Staff

Attachment:
Sample Format of IOC Monitoring Sheet

Sample Investigator on Case (IOC) Monitoring Sheet

APPROPRIATE HEADING

Name of COP:

Contact Number(s):

Name of Chief, Investigation Unit/Section:

Contact Number:

| Name of Investigators Assigned in the Unit | | | |
|--|------------------|---------------|---------------|
| NAME OF INVESTIGATOR | 1. PO1 Dela Cruz | 2. PO2 Cruz | 3. PO3 Santos |
| CONTACT NUMBER | 0919-123-4567 | 0920-891-1011 | 0917-121-3141 |
| 4. SPO1 Cacho | 0923-516-1718 | | |
| 1. CASE TITLE DATE REMARKS | | | |
| 2. CASE TITLE DATE REMARKS | | | |

Monitored by:

(Chief, Inves)

Supervised by:

(COP/Head of Office)

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Add rows, columns or pages as may be necessary